

**OFFICE OF THE CITY CLERK
ARCHIVES AND RECORDS MANAGEMENT
CITY OF DETROIT
PHONE (313) 628-2056
FAX (313) 224-1466
EMAIL ADDRESS: archiverequest@detroitmi.gov**

OFFICE OF THE CITY CLERK – APPOINTMENT & PUBLIC RECORD REQUEST

DATE:

NAME:

ADDRESS:

CONTACT: _____ **/HOME OR CELL** _____ **/OFFICE**

E-MAIL ADDRESS:

**RECORD REQUEST
(FEE: .25 CENTS PER SINGLE-SIDED 8.5 X 11 PAGE)**

OR

APPOINTMENT TO INSPECT THE RECORDS (NO CHARGE) BY APPOINTMENT ONLY

FOR DEPARTMENTAL USE ONLY:

REQUESTED BY:

DATE:

COMPLETED BY:

DATE:

DISPOSITION:

COPIES PROVIDE: ☐ *YES* ☐ *NO* ***COST: \$*** _____

COMMENTS: